

Section 3

TERMS OF REFERENCE (Updated May 2016)

Introduction

1. The Department for International Development (DFID) leads the UK government's effort to fight global poverty. DFID's approach to international development is focused on delivering results, transparency and value for money in British aid particularly in fragile and conflict-affected states.
2. DFID's Business Plan (2011-2015) highlights VAWG as a priority and commits DFID to pilot new and innovative approaches to prevent it. Preventing VAWG is also one of four pillars for action in DFID's Strategic Vision for Girls and Women launched in 2011 and we are now supporting targeted interventions to address VAWG in over twenty country programmes.
3. Internationally, however, there are several specific factors that limit efforts to reduce the prevalence of VAWG, and improve response services for survivors including:
 - limited focus on interventions to **prevent** violence, and lack of rigorous evidence on the effectiveness of existing prevention programmes in developing countries;
 - limited focus on interventions to address violence in **conflict and humanitarian emergencies**, and lack of rigorous evidence on the effectiveness of existing programmes; and
 - **limited investment** by key international and national actors in VAWG policies and programmes.
4. In response, DFID's Inclusive Societies Department (ISD) and Research and Evidence Division (RED) have designed a **joint Research and Innovation Fund** to address critical evidence gaps and improve the effectiveness of interventions to address VAWG. The programme will consist of three distinct but inter-related components and an overall evaluation. Each component and the overall evaluation will be procured through separate tender processes:
 - Component 1: Prevention of VAWG (in stable and fragile contexts);
 - Component 2: VAWG in conflict and humanitarian emergencies;
 - Component 3: Economic and social costs of VAWG; and
 - Overall evaluation.
5. Each of these inter-related components share a common approach including applied and operational research, research and evaluation ethics, uptake of research and programme results, and research capacity building.

6. The **expected impact** of the VAWG Research and Innovation Fund is that improved policies and expanded programmes reduce the prevalence of VAWG and increase the number of women and girls receiving quality prevention and response services in at least ten DFID priority countries. The expected outcome is improved investment in VAWG policies and programmes across the global south.
7. Research results and their wider policy and operational implications will be synthesised and effectively communicated to policy actors and practitioners working locally, nationally and internationally. Better evidence of 'what works' will:
 - improve the reach, effectiveness and value for money of DFID funded operations to address VAWG;
 - support other UK priorities, specifically the Foreign Secretary's Preventing Sexual Violence Initiative, implementation of UN Security Council Resolution 1325 (Women, Peace and Security) and the UK's Building Stability Overseas Strategy and new UK Aid Strategy (2015);
 - help galvanise partner governments, donors, NGOs and the private sector to increase investment, strengthen global policy and improve collaboration on innovative approaches to address VAWG; and
 - shape policy and programmes to help deliver the VAWG and violence against children targets in the Sustainable Development Goals.

Defining Violence against Women and Girls

8. The UK Government's "Call to End Violence against Women and Girls", which details a comprehensive strategy and action plan for addressing VAWG both domestically and overseas, sets out a single agreed definition using the UN Declaration on the elimination of violence against women (1993): 'Any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life.'
9. This comprehensive definition recognises a broad range of different forms of violence, grounded in particular settings or situations, including (but not limited to) intimate partner violence ("domestic violence"), sexual violence (including sexual violence as a tactic and weapon of war), acid throwing, honour killings, sexual trafficking of women, female genital cutting/mutilation (FGC/M) and forced and child marriage.
10. Whilst the Research and Innovation Fund is not restricted to any particular form of VAWG, it is envisaged that a substantial part of the investment will be directed at addressing both intimate partner

violence and sexual violence across each of the three components, given the large scale and extensive consequences of these offenses.

11. The following widely used definitions are adopted by this Fund to help frame related research and innovation programming:

- Intimate partner violence – behaviour within an intimate relationship that causes physical, sexual or psychological harm, including acts of physical aggression, sexual coercion, psychological abuse and controlling behaviours. This definition covers violence by both current and former spouses and partners.
- Sexual violence – any sexual act, attempt to obtain a sexual act, unwanted sexual comments or advances, or acts to traffic, or otherwise directed against a person's sexuality using coercion, by any person regardless of their relationship to the victim, in any setting including but not limited to home and work. This includes rape, defined as the physically forced or otherwise coerced penetration of the vulva or anus with a penis, other body part or object.

Component 1: What works for VAWG Prevention?

12. This Terms of Reference sets out requirements for Component 1: "What works for VAWG Prevention?" of the VAWG Research and Innovation Fund, which will be funded over a 5 year period by DFID's Inclusive Societies Department (ISD).

Objectives

13. The Supplier will generate research insights and evidence from both large-scale complex programmes and smaller innovation pilots to identify what interventions are most effective for prevention of VAWG, in what contexts and why.

14. Specifically, evidence will be generated to address the following research questions, with the greatest weight being given to addressing "what works":

- What are links between structural economic, political and social determinants and prevalence of violence, and how does addressing these factors help in prevention of VAWG?
- What strategies and interventions are most successful for prevention of VAWG, including strategies that promote social change and engage men and boys?
- Which interventions to strengthen women's and girls' agency and empowerment (e.g. economic empowerment through savings and cash transfers, micro-credit schemes, work with schools) produce results that protect them from violence?

- Which interventions are more effective for preventing violence against women and girls living with disabilities?
 - How effective are specific response mechanisms (e.g. security and justice reform, development of safe spaces) to prevent VAWG?
 - What are the options for scaling up effective prevention programmes? / which interventions are best value for money?
15. The key recipients of this new knowledge and evidence will be decision-makers influencing strategic investment, policy and programming to prevent and respond to VAWG, at the national and international level. This will include partners developing global policy (e.g. WHO and UN Women), as well as bilateral agencies, national governments, civil society organisations, DFID country staff and advisers, the research community and media.

Outputs

Inception Phase

16. The Contract will have an inception phase of six months, during which detailed proposals and budgets will be developed (in line with proposal and indicative budget set out in the tender) and submitted to DFID in the form of an inception report. The report (including annexes) will include:
- Detailed research and evaluation framework, including: Theory of Change, initial assessments of existing evidence, research and evaluation approach and hypotheses, and research and evaluation methodologies to be used, including ensuring appropriate research and evaluation ethics;
 - Clear and transparent approach for commissioning, managing and implementing research and evaluation work, which includes identification of programmes and involvement of external research partners;
 - Strategy and procedures for administering and disbursing innovation grants;
 - Clear plans for provision of technical assistance on monitoring and evaluation to the innovation grants;
 - Capacity building framework, including realistic and achievable plans for strengthening capacity of southern research and evaluation partners through the course of the programme;
 - Uptake strategy, including plans for dissemination and advocacy with policy makers in country (including government, donors, and others) and demonstration of engagement with civil society through advocacy and community mobilisation groups;
 - Proposed approach to facilitating management of the overall VAWG Research and Innovation Fund, including the Management Committee and Independent Advisory Board;

- Clear workplan and budget;
- Outline of approach to Open Access publishing and data sets;
- Monitoring and evaluation framework, including log-frame;
- Finance and risk management framework;
- Leadership and management of the programme.

17. There will be a break point at the end of the inception phase.

Continuation of the contract into the implementation phase will be dependent on DFID's acceptance of the Suppliers inception report. Progress will be monitored through reviews, agreed between DFID and the Supplier on agreement of the contract. At a minimum, this will include an interim meeting at the mid-point of the inception phase and the end of the penultimate month.

Implementation Phase

18. The key outputs of this requirement over five years (2013-2018) are:

- Research programme designed and implemented to deliver high quality and policy relevant evidence on what works to prevent VAWG;
- Between 10-14 innovation programmes to prevent VAWG implemented and evaluated in a range of developing countries (including both stable and fragile contexts);
- Methodologically rigorous, peer reviewed evidence addressing research questions outlined under Objectives above;
- Open access data sets in line with DFID Research Open and Enhanced Access Policy.
- Effective dissemination of findings and engagement with key decision-makers to promote effective use of evidence in policy and programming at international and national levels; including development and delivery of cross-component global Research Uptake and Stakeholder Engagement Strategy and implementation plan;
- Stronger capacity of southern researchers with expertise on VAWG;
- Effective learning across the whole programme (components 1, 2 and 3) to facilitate exchange on best practice in methods, innovations and research results.

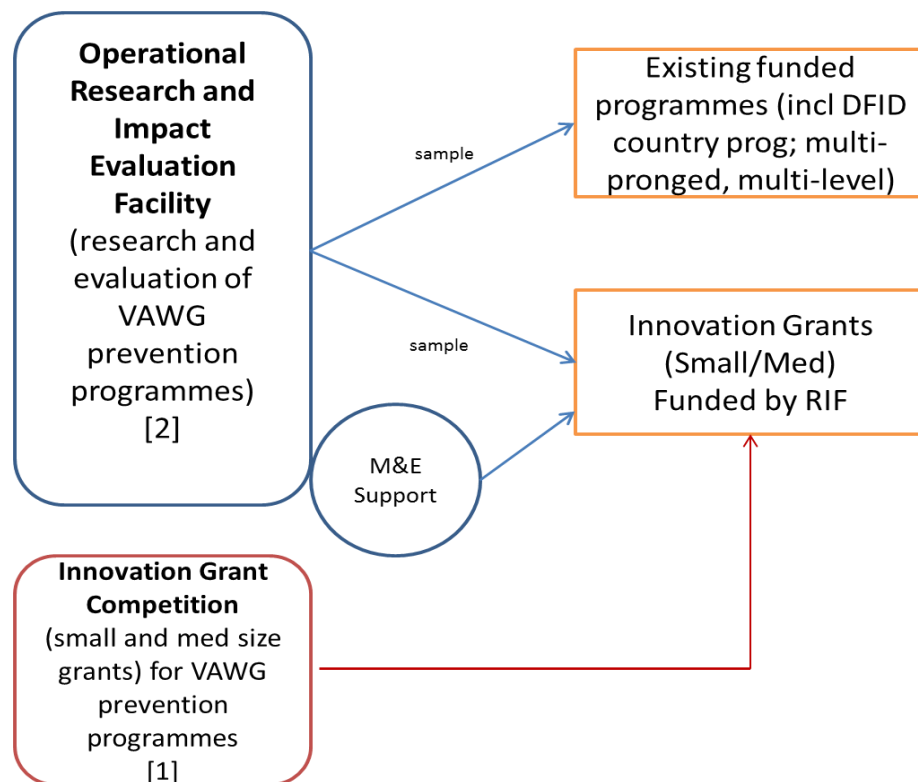
19. The Supplier will generate outputs (e.g. evidence papers, communication material) presented in clear, succinct and accessible language. Such outputs should place any new findings within the context of the existing body of research evidence and should highlight the relative strength of any evidence presented. These outputs should outline findings relevant for policy and operations, and should, where-

ever possible, provide practical solutions that are underpinned by strong empirical based evidence.

20. In addition to the research above the supplier will generate data and research on violence experiences of women with disabilities, producing at least 3 peer-reviewed journal articles on this topic. This will contribute to DFID's commitments in DFID's Disability Framework (2015).
21. The supplier will conduct one additional costing study of DFID Rwanda's GBV Prevention programme (funded by DFID Rwanda through the What Works' contract), subject to DFID Rwanda's approval of the study design and budget. The supplier will also conduct qualitative research with men in Rwanda to fulfil the original evaluation study design.
22. Supplier will be responsible for leading coordination and synthesis work across all three components throughout the lifetime of What Works. The supplier will lead on the development and delivery of the cross component global Research Uptake and Stakeholder Engagement Strategy and implementation plan, coordinating closely with Components 2 and 3. This will deliver at least four more cross-component synthesis papers, and at least two more cross-component international policy events.
23. The supplier will be responsible for organising the Annual Scientific Meeting for partners from all three Components, and will ensure strong leadership and participation from southern partners. Components 2 and 3 have their own budgets to strengthen participation from their southern partners.

Methodology / Scope of Work

24. The Supplier will implement this requirement through two sub-components: i) innovation grants; and ii) operational research and impact evaluation as set out in the diagram below:



Sub-Component 1: Innovation Grants

25. The Supplier will manage a set of between 10 – 14 grants to be given to organisations to implement innovative programmes or pilots to prevent VAWG that address the research questions outlined under paragraph 15. Specific requirements for the effective management of these grants are outlined in **Annex A**.

26. These innovative programmes may be emerging projects that need further funding (and more rigorous documentation) to demonstrate impact in preventing VAWG. Priority will be given to programmes that have the potential to be taken to scale. Programmes that may be considered innovative include:

- activities which involve new trials or approaches;
- promising practices that have been tried, but where there is no rigorous evidence of impact; or
- interventions which may have been tried elsewhere but not yet in this context.

27. The innovation grants will specifically target support to developing country organisations to develop or build on existing programmes, and will be open to partnerships between international and local organisations.

28. There will be two sizes of innovation grants – small (up to £300k) and medium (£300k-£1m). The small grants will enable locally based organisations with innovative activities but who may be operating on a

small scale or without capacity to absorb or manage larger project activities. The medium grants will enable innovative programmes that might cover more than one country, or work at multiple levels (local, national, international).

29. Innovation grants may be funded in any of DFID's 28 priority countries in Africa, Asia and the Middle East: Afghanistan, Bangladesh, Burma, DR Congo, Egypt, Ethiopia, Ghana, India, Kenya, Kyrgyzstan, Liberia, Malawi, Mozambique, Nepal, Nigeria, Occupied Palestinian Territories, Pakistan, Rwanda, Sierra Leone, Somalia, South Sudan, South Africa, Tajikistan, Tanzania, Uganda, Yemen, Zambia and Zimbabwe.
30. Innovation grants will be selected through a competitive call for proposals, and will include funds for implementation as well as rigorous monitoring and evaluation.
31. Technical assistance for monitoring and evaluation will be provided by the Supplier. This technical assistance is a form of capacity building to improve the ability of local and national organisations in developing countries to more rigorously document and evaluate the impact of programmes. A common monitoring and evaluation framework will be used across all programmes funded through the innovation grants to enable cross-comparison and synthesis of results.
32. Criteria for selection of the innovation grants include:
 - Meets definition of innovation outlined in paragraph 26;
 - Potential for scaling up and transferring approaches and methods to other contexts;
 - Potential of programme to achieve impact;
 - Addresses the research questions outlined in paragraph 18;
 - Technical strength of grantee or demonstrated track record in design and delivery of VAWG programmes; and
 - Link with DFID's [Theory of Change for tackling VAWG](#).

Sub-component 2: Operational Research and Impact Evaluation

33. The Supplier will develop an overarching research framework to guide the operational research and impact evaluation of existing and new prevention of VAWG programmes. This will include i) a selection of programmes funded independently, such as current DFID country programmes or programmes implemented by other donors, NGOs or national governments, as well as ii) a sample of the innovation programmes funded by the granting mechanism outlined in sub-component 1.
34. A common conceptual and research design framework will guide the research and evaluation activities enabling strategic oversight to the programme, ensuring appropriate thematic and geographical coverage, and enabling cross-country analysis where appropriate.

Common indicators and methodologies for measuring impact will be identified and used to enable comparison of results.

35. Programmes eligible for operational research or impact evaluation will be identified through an open and transparent competition process. The Supplier will select a sample of programmes representing a range of innovative prevention strategies, as well as enabling comparison across different social, political and geographic contexts where possible.
36. A first wave of operational research and impact evaluation will be for funded programmes (existing or under design) in South Asia, Africa and the Middle East, including DFID country-based programmes, as well as other government or NGO implementation programmes. The second wave will include innovation programmes supported by the Innovation Grant mechanism outlined in Sub-Component 1.
37. The Supplier will determine the most appropriate operational research and impact evaluation methods/approaches, to be implemented either by the Supplier or commissioned externally, with researchers/evaluators identified through a transparent selection process.
38. Impact evaluations of the innovation grants will be implemented by evaluators external to the Supplier to ensure independence and no conflict of interest. Researchers will link with implementing organisations to ensure strong research design and to ensure effective uptake of results.

Defining operational research and impact evaluation

39. This Fund defines operational research as, ‘any research producing practically-usable knowledge (evidence, findings, information, etc.) which can improve program implementation (e.g. effectiveness, efficiency, quality, access, scale-up, sustainability) regardless of the type of research (design, methodology, approach)’.
40. Operational research is often conducted alongside implementation programmes, generating knowledge on “what is happening and why” in the design, implementation, administration and outcomes of programmes. This research provides a systematic and objective analysis to assess to what degree intended outcomes are being achieved; what elements of programmes are effective or not, why and in what context; what factors may influence programme implementation (and enable or constrain success); and what unintended results may be emerging. It may also address issues that impede achievement of programme objectives and implementation of activities. In addition to investigating specific programme activities, operational research may draw on research and evidence from other

contexts to inform these implementation efforts either at design (i.e. formative research) or implementation stages.

41. Impact evaluation assesses the net changes in outcomes that can be attributed to a particular intervention, programme, or policy, and may involve a range of methods. The focus of impact evaluation is on assessing not only *what* happened, but the *cause and effect* linkages, and the degree to which programme effect can be attributed to the programme and not to other causes. This involves counterfactual analysis, that is, “a comparison between what actually happened and what would have happened in the absence of the intervention”.
42. Operational research and impact evaluation may be considered points along a continuum of research and evaluation about programmes and their effectiveness. A key difference is that the results of impact evaluations are generated at the end of a programme (although mid-line surveys may be informative) and are not generally in time to inform the programme under investigation to make changes. Operational research is complementary to impact evaluations, by providing more information on why results happen; hypotheses on how different components of a programme might contribute to overall effects; and identifying lessons for improving policy and practice.
43. The Fund will enable systematic analysis and learning through the application of robust and analytical models combining qualitative and quantitative methodologies. A range of experimental, quasi-experimental and non-experimental methods may be used for those elements of research testing the effectiveness of interventions. Shared conceptual frameworks and use of common indicators will strengthen opportunities for comparability of results. The programme will complement not duplicate, country-based initiatives to augment the evidence base.

Research Ethics

44. Given the highly sensitive nature of VAWG, and the potentially life threatening and traumatic nature of the issues involved, it is essential that researchers, evaluators and implementing agencies adhere to strict ethical guidelines building on existing WHO resources and academic ethics protocols. Strengthening ethical practice for research and evaluation will form a key part of any capacity building efforts.
45. This requires approaches that go beyond usual research ethics of other areas of social research (e.g. confidentiality, problems of disclosure and the need to ensure adequate and informed consent). At a minimum, programmes should ‘do no harm’. Key points to be considered include:
 - The safety of respondents and the research team is paramount and should infuse all programme decisions and be monitored closely;

- Information gathering and documentation must be done in a manner that presents the least risk to respondents and the research team, is methodologically sound, and builds on current experience and good practice;
- Protecting confidentiality of individuals is essential to ensuring safety of respondents and data quality;
- Anyone providing information about violence must give informed consent before participating in the study;
- Basic care and support for survivors must be available locally before commencing any activity that may involve individuals disclosing information about their experiences of violence. Links can be made with existing programmes or services. Where few resources exist, it may be necessary for the study to create short-term support mechanisms. Study design should also include actions aimed at reducing any possible distress caused by the research;
- All study team members should be carefully selected and receive specialised training and ongoing support. Field workers should have training for effective referral to services;
- Additional safeguards must be put in place if children (i.e. under 18 years) are to be subject of information gathering (e.g. Follow child rights and protection laws and policies; specialised training for interviewers);
- Violence questions should only be incorporated into surveys/studies designed for other purposes when appropriate ethical and methodological requirements can be met.

Uptake of Results

46. The effective uptake of results is a priority for the success of this programme. It is essential that knowledge and evidence of “what works” and “what does not work” directly informs decision-makers influencing strategic investment, policy and programming to prevent and respond to VAWG, at the national and international level. Research evidence is most likely to have direct impact on policy and practice if those who may be able to use research results are involved in research design.
47. We expect the Supplier to develop a research uptake strategy in line with DFID’s guide on Research Uptake https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/200088/Research_uptake_guidance.pdf , which includes four strands: stakeholder engagement including stakeholder mapping to identify the main organisations and processes which influence policy making in this area; capacity building; targeted communication plans to ensure research and evidence outputs reach key decision-makers at national and international levels; and monitoring and evaluation of uptake. The programme will build on and strengthen existing networks and communication channels with key individuals, organisations and processes.

48. The Supplier will be expected to target diverse audiences through a variety of media including peer-reviewed publications and working papers, policy briefs, video, social media, and participation and presentation of results in key national and international policy and practitioner meetings. We also expect the Supplier to facilitate evidence-informed policy discussions; this may include:

- Targeting international fora (online, print and events) to disseminate and discuss research findings;
- Feeding into international policy discussions through links between researchers, civil society and advocacy groups as well as inputs to HMG processes;
- Hosting and facilitating policy discussions both online and face-to-face;
- National level engagement with policy makers and advocacy groups on evidence from research, impact evaluation and innovation pilots in specific countries where research undertaken;
- Linking into complementary DFID international policy engagement.

49. In summary, the Supplier will be expected to implement a research uptake strategy which should include:

- How policy makers or practitioners are involved as part of the research team and how two-way dialogue between decision makers and researchers will be facilitated throughout the programme;
- Plans for scaling up successful pilots;
- The human and financial resources which will be used for research uptake;
- The previous experience and expertise of the team in research uptake;
- A thorough mapping of relevant organisations and processes;
- Plans for priority themes and approaches for uptake products and media including syntheses papers, policy briefs, etc.;
- Plans for wider communication of results;
- Plans to facilitate and take part in evidence-informed policy discussions;
- Plans to assess existing capacity for research uptake and to respond to capacity gaps.

50. The Supplier, in its roles as Secretariat, will be expected to lead the coordination of the cross-component global Research Uptake and Stakeholder Engagement Strategy and Implementation Plan, working closely with Components 2 and 3. This will include Component 1 contributions to cross-component synthesis products and cross-component stakeholder engagement activities with policy-makers.

Research Capacity Building

51. The Supplier should place strong emphasis on linking northern and southern organisations and/or researchers to implement the research. This will contribute towards strengthening the capacity of southern researchers working in this field, as well as expand the pool of researchers with expertise on VAWG. This will also support long term capacity building capacity for research and evaluation. As noted above, capacity building will include strong attention to ethical and sensitive approaches to research and evaluation.
52. While this is not a research capacity building programme per se, efforts will be made to strengthen capacity at the individual, organisational and institutional levels. The research will:
- assess existing capacity of partners;
 - develop an action plan;
 - implement activities addressing research ethics, design, quantitative and qualitative methodologies, analysis, writing of results, research uptake and research management; and
 - monitor and evaluate capacity building efforts. Activities may include workshops on methodologies and ethics; joint design and field work between northern and southern partners; on-going mentoring and support, particularly in field based methodological challenges and analysis; writing workshops.
53. Capacity development activities (e.g. Scientific Meetings, learning labs or webinars) organised by Component 1 will be opened up to Component 2 and 3 partners.

Open Access

54. All programmes are required to comply with [DFID Research Open and Enhanced Access Policy](#). The Supplier will need to submit an Access and Data plan using a template which DFID will supply. Where appropriate the cost of complying with our open access policy should be built into your proposal. All final literature review documents will be published on DFID's R4D website.

Environmental Considerations

55. The Supplier should ensure due consideration is given to the environmental impact of all work undertaken to deliver this component, both in terms of minimising any direct negative impact, and the extent to which research findings contribute to positive environmental management in relation to issues such as sanitation, water and fuel efficient stoves.

56. Specific attention to minimising operational impacts on the environment and global climate of those undertaking the research should include ensuring individuals travel by economy class, and reducing carbon footprint through for example, using recycled paper and minimising printing waste.

Timing

57. It is envisaged the work will commence in late 2013 and run for a period of 5 years. DFID, in consultation with key stakeholders, may extend the project if necessary for a maximum of a further 2 years.
58. The Supplier will have a 6 month inception phase for finalising the design of the programme.

Reporting and Management

Management of the overall VAWG Research and Innovation Fund

59. A Management Committee will be established for the VAWG Research and Innovation Fund as a whole (i.e. all three components); this will include:
- Two representatives from the lead Supplier(or partner institution) of each component
 - Representatives from DFID CHASE and RED, and any other additional donor(s) who may also fund the programme in the future; and will
 - Have the provision to allow observers.
60. The purpose of the management committee will be to:
- Promote synergies and learning across the components to ensure consistency and reduce potential duplication;
 - Agree and approve call specifications and peer review processes;
 - Ensure the development of a robust monitoring and evaluation process across the programme as a whole.
61. An Independent Advisory Board will be also established for the VAWG Research and Innovation Fund as a whole. This board will include:
- An independent chair and up to six members involving international experts, including representation from Africa or Asia;
 - *Ex officio members* including one member from the lead Supplier for each component, and from DFID and any other potential funders.

62. This board will not make any executive decisions, but will advise the Management Committee on:

- Direction the programme components need to consider;
- Technical advice on design and delivery of components;
- Technical advice on key outputs;
- Opportunities and strategies for synthesis and uptake across components; and will
- Provide advice to the Management Committee as required;
- Provide a challenge as well as a Quality Assurance function.

63. The Supplier for Component 1 will provide the secretariat function to co-ordinate the work of the Management Committee and the Independent Advisory Board.

Management of Component 1

64. The Supplier will bring together a consortium of organisations and individuals with relevant expertise, including strong technical expertise in VAWG, excellent financial and management expertise, proven expertise in managing operational research and impact evaluation in this challenging field, and preferably, experience of managing research competitions. This will not involve the separate establishment of a physical centre or the formation of a new institution.

65. The specific management structure of Component 1 will be developed by the Supplier during the bidding phase. A clear governance structure for ensuring effective partnership across the component to provide quality assurance is required.

Links between the components

66. Component 1 will complement and link to the other two components in the VAWG Innovation and Research Fund. The three components have been designed to be operationally and contractually separate. This is to ensure an adequate concentration of expertise for addressing related but distinct dimensions of the VAWG agenda.

67. Notwithstanding their independent existence, the partners working on the different components will be required to work closely together, routinely sharing research and programming plans and findings; and meeting up in at least one annual meeting or workshop.

68. The Supplier for Component 1 will be responsible for learning and synthesis across the whole programme (components 1, 2 and 3) in order to facilitate exchange on best practice in methods, innovations and research results. They will lead the development and delivery of the cross-component Research Uptake and Stakeholder Engagement Strategy, coordinating closely with Components 2 and 3. This will ensure there is no duplication of efforts and that components learn

from good practice and successes (and failures). It will also enable key results across common themes and geographical foci (e.g. sub-Saharan African or national level evidence) to be synthesised to inform policy debates at national or regional levels.

69. Recipients of the innovation implementation grants will be able to use evidence from the overall programme, as well as data from monitoring and evaluation of their projects, to improve and seek additional funds to scale up programming.

Reporting

70. The Supplier will be expected to produce quarterly and Annual Reports using DFID's standard format. This will form the basis of the Component's Annual Review. DFID carries out Annual Reviews of all of its programmes to assess progress against the objectives contained in the logframe, and to check if the programme is on track, and if any adjustments need to be made. In addition the supplier will submit quarterly progress reports to the named DFID Senior Responsible Owner.

Duty of Care

71. The Supplier is responsible for the safety and well-being of their Personnel (as defined in Section 2 of the Contract) and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.
72. DFID will share available information with the Supplier on security status and developments in-country where appropriate.
73. The Supplier is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this contract and ensuring that their Personnel register and receive briefing as relating to health, safety and security. Travel advice is also available on the FCO website and the Supplier must ensure they (and their Personnel) are up to date with the latest position.
74. This requirement may require the Supplier to operate in a seismically active zone that is considered at high risk of earthquakes. Minor tremors are not uncommon. Earthquakes are impossible to predict and can result in major devastation and loss of life. There are several websites focusing on earthquakes, including <http://geology.about.com/library/bl/maps/blworldindex.htm>. The Supplier should be comfortable working in such an environment and should be capable of deploying to any areas required within the region in order to deliver the Contract (subject to travel clearance being granted).

75. This requirement may require the Supplier to operate in conflict-affected areas where parts of it are highly insecure. Travel to many zones within the region will be subject to travel clearance from the UK government in advance. The security situation may be volatile and subject to change at short notice. The Supplier should be comfortable working in such an environment and should be capable of deploying to any areas required within the region in order to deliver the Contract (subject to travel clearance being granted).
76. The Supplier is responsible for ensuring that appropriate arrangements, processes and procedures are in place for their Personnel, taking into account the environment they will be working in and the level of risk involved in delivery of the Contract (such as working in dangerous, fragile and hostile environments etc.). The Supplier must ensure their Personnel receive the required level of training and complete a UK government approved hostile environment training course (SAFE) or safety in the field training prior to deployment if necessary.
77. Suppliers must develop their Tender on the basis of being fully responsible for Duty of Care in line with the details provided above and the example risk assessment matrixes prepared by DFID (see Annex B of this ToR). Suppliers must also confirm in their ITT response that they have the capability to work in a variety of countries as outlined, but not limited to, those stated in paragraph 29 and that:
- They fully accept responsibility for Security and Duty of Care.
 - They understand the potential risks and have the knowledge and experience to develop an effective risk plan.
 - They have the capability to manage their Duty of Care responsibilities throughout the life of the contract.

If you are unwilling or unable to accept responsibility for Security and Duty of Care as detailed above, your ITT will be viewed as non-compliant and excluded from further evaluation.

Acceptance of responsibility must be supported with evidence of Duty of Care capability and DFID reserves the right to clarify any aspect of this evidence. In providing evidence, interested Suppliers should respond in line with the Duty of Care section in ITT Volume 5 – Duty of Care Information.

78. If the Supplier is unwilling or unable to accept responsibility for Security and Duty of Care as detailed above, the Tender will be viewed as non-compliant and excluded from further evaluation.

Annex A – Management of Innovation Grants

The Supplier will be responsible for all aspects of management of the innovation grants; this should include a comprehensive strategy to:

General Fund Management

- Undertake an economic analysis of project proposals to ensure they are cost effective and value for money;
- Undertake a comprehensive gender analysis of project proposals to ensure adherence to strict research ethical guidelines and “do no harm” principles;
- Map the geographical coverage of projects to identify gaps or over-emphasis in particular countries or regions.

Financial Management

- Develop appropriate financial procedures; implement and enforce an adequate control system;
- Design and set up a financial management system for the adequate capture, analysis, and reporting of financial information;
- Review all disbursement requests submitted by implementing and facilitating organisations and ensure propriety and eligibility. Where appropriate, provide support to implementing partners to ensure they can reach the appropriate standards;
- Complete monthly reconciliation reports, and prepare monthly and quarterly reports of disbursements and accounts for reporting to the management committee;
- Document accounting and reporting procedures for implementing and facilitating organisations;
- Effect grant payments to appropriate organisations;
- Ensure all payment documentation is in order and in accordance with international best practice;
- Receive and examine financial and narrative reports from implementing and facilitating organisations;
- Monitor utilisation of payments and monitor actual expenditures against budgets and disbursements;
- Maintain up to date accounting records and ledgers and record all financial transactions pertaining to the programme account;
- Prepare appropriate applications for replenishment of the programme account, to be submitted to DFID according to an agreed schedule, with financial reports of disbursements and accounts, and disbursement forecasts for the next period.

A client bank account must be opened and used for the project fund disbursements. The name and purpose of the account must be communicated to the banking provider and the DFID funds must be segregated from other funds and cannot be considered as resources at the disposal of the supplier organisation. The client account must be held with a regulated UK bank or building society to ensure DFID funds are safeguarded. As the DFID funds do not belong to the supplier organisation, they should not be reported within their accounts.

DFID's preferred method is to link payment to milestones/results. Payment by results (PBR) ties disbursements to the achievement of clearly specified outputs, only paying once the achievement of these results has been verified. They empower the recipient to decide how results will be achieved, facilitating innovation in delivery. However, there may be legitimate circumstances for payments to be made in advance to not-for-profit organisations. The Supplier will assess and agree applications for advance payments from grantees, liaising with DFID as appropriate. The Supplier will be expected to keep advance funding to a minimum.

Any interest accrued by the Supplier stemming from balances held through advance payments of grant funds can be used to offset any bank charges incurred through the normal operations of the account. Any interest over and above such bank charges will remain the property of DFID.

If Treasury Funding is not secured to provide just-in time finance, the Supplier will be expected to pre-finance the disbursement of fund with payment in arrears from DFID as per our General Conditions

Annex B

Security Threat Assessment (Global): 9 November 2015

Country	Security Category	Violent Crime and Civil Disorder	Terrorism
Afghanistan	5	4	5
Bangladesh	3	3	3
Burma	2	2	1
Cambodia	2	2	2
DR Congo	4	5	2
China	2	2	1
Egypt	4	3	4
Ethiopia	3	2	3
Ghana	3	3	1
India	2	2	3
Indonesia	3	3	3
Iraq	5	5	5
Jordan	4	2	4
Kenya	4	5	4
Lebanon	4	3	4
Lesotho	2	2	1
Liberia	4	4	2
Libya	4	3	4
Malawi	3	3	2
Morocco	3	2	3
Mozambique	3	3	2
Nepal	2	2	1
Nigeria	4	4	4
Pakistan	5	2	5
Palestine	3	3	4
Philippines	3	3	3
Rwanda	2	2	3
Sierra Leone	3	3	2
South Sudan	4	4	4
Somalia	5	4	5
South Africa	4	5	3
Sudan	4	3	4
Syria	4	3	4
Tajikistan	2	2	2
Tanzania	3	4	3
Tunisia	3	3	3
Uganda	3	3	3
Yemen	4	3	5
Zambia	2	3	1
Zimbabwe	3	3	1

Annex C

Background

There is a significant lack of rigorous evidence on the effectiveness of existing prevention programmes in developing countries. To date, most VAWG programming around the globe has focused on the provision of response and treatment services to provide needed support to survivors of violence and abuse.

Prevention of VAWG remains a poorly understood concept. It is often conflated with early intervention or the response to existing violence, or else limited to awareness raising or social marketing campaigns. There is therefore a need to build not only evidence, but shared understandings of the complexity and causes of violence against women and girls, and of how it can be effectively prevented.

This Fund adopts a definition of '**prevention**' to mean reducing the number of new instances of VAWG by addressing the factors that make the perpetration of such violence more likely to occur. Prevention therefore relies on identifying and addressing the root causes of and risk factors associated with VAWG.